

**NNSA RECRUITMENT AND RELOCATION BONUSES
AND RETENTION ALLOWANCES PROGRAM**

ATTACHMENT 4

Recruitment Bonus Checklist

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1. Name of selectee: _____
2. Position title: _____
3. Pay Plan/Series/Grade/Step/Pay Band/Salary: _____
4. Gross amount of recruitment bonus: _____
5. Recruitment bonus as percentage of basic salary: _____
6. Will the selectee be serving under a Schedule C, SES, SL, or ST appointment? Yes No
7. Does the written determination support the conclusion that in the absence of such a bonus, NNSA would encounter difficulty in filling the position? Yes No
8. Does the written determination consider one or more of the following factors?
 - a. Success of recent efforts to recruit candidates for similar positions, as indicated by offer acceptance rates, proportion of positions filled, and length of time required to fill similar positions. Yes No
 - b. Recent turnover in similar positions. Yes No
 - c. Labor market factors that may affect NNSA's ability to recruit candidates for similar positions now or in the future. Yes No
 - d. Special qualifications needed for the position. Yes No
 - e. The practicality of using the superior qualifications appointment authority alone or in combination with the recruitment bonus. Yes No
 - f. Other (If Yes, provide explanation). Yes No
9. Does the written determination include an explanation of how the amount of the recruitment bonus was derived? Yes No

Human Resources Consultant

Signature

Date